

COMPLETENESS CHECKLIST FOR TITLE V AIR QUALITY PERMIT APPLICATIONS

PERMITTEE:
ADDRESS:

APP. RCVD. DATE:
INCOMP. LTR. DATE:

APPLICATION #:

REVIEW ENGINEER:

COMPL. DATE:

App. B Item No.	Requirements	Yes	No	N/A	comments
R.280	Have the appropriate application fees been submitted?				
Form	Has the standard application form been completed?				
Form	Has the responsible official signed the application?				
1	Has a description been included for each process?				
2	Has the product description and raw materials been included?				
3	Has a complete description of the Alternate Operating Scenarios been included?				
4	Has a description been provided for the alternate operating scenario products, if applicable?				
5	Has a flow diagram for all processes been included?				
6	Has a Material Balance been included (if applicable)?				
7.a	Has the emission sources form been completed and does it include potential emissions of regulated air pollutants (including fugitives)?				
7.b	Has the facility identified and described all points of emissions of regulated air pollutants?				
8	Has the facility identified all applicable SIP requirements?				
8	Has the facility identified all applicable NSPS requirements?				
8	Has the facility identified all applicable NESHAP requirements?				
8	Have all applicable Installation Permit requirements been identified?				
9	Has the applicant provided an explanation of any voluntarily accepted limits established pursuant to Rule 220?				
10.a,c	Have the maximum annual and hourly process rates for each piece of equipment, which generate air emissions been included?				
10.b,d	Have the maximum annual and hourly process rates for the whole plant been included?				
10.e	Has the applicant included information about all fuel burning equipment including generators, a description of fuel used, including the type used, the quantity used per year, the maximum and the average quantity used per hour, the percent used for process heat and the higher heating value of the fuel. If solid fuels and fuel oils are used, has the sulfur and ash content been provided?				
10.f	Has the raw material maximum hourly, monthly or quarterly and annual usage information been included?				
10.g	Have the operating schedules (hour/day, days/year, days/week, % annual production by season) been included?				
10.h	Have any limitations on operations and work practice standards affecting emissions been included (if applicable)?				

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10.i	Has the applicant provided a demonstration of how the source will meet any limitation accepted voluntarily in pursuant of Rule 220 (if applicable)?				
11.a-g	Does the application include a control equipment list with the type, name, make, model, serial number, size/capacity and date of manufacture (if applicable)?				
12.a-g	Does the application include necessary stack information including stack identification, description, exit height, inside dimensions, exit gas temperature and velocity, and building dimensions?				
13.a-i	Does the application include the site diagram, which includes emission areas and air pollution control equipment?				
14.a	Have the applicable test methods for determining compliance been included?				
14.b	Does the application include an identification, location and description of pollution controls and monitoring equipment (if applicable)?				
14.c	Has the rated and operating efficiency of pollution controls been included?				
14.d	Has the data used to establish control efficiency been provided?				
14.e	Has evidence that the new or modified source will not violate any Ambient Air Quality Standards or PSD increments been provided?				
15	Has the applicant provided equipment manufacturer's bulletins and shop drawings (if applicable)				
16.a-d	Has a Compliance Plan been included? (The compliance plan must address acid rain provisions, if applicable)				
16.a	Does the application include a description of the Compliance Status of the source with respect to all applicable requirements (for constructed/operating sources)?				
16.a,b	Has a description of how the new source or alteration will comply with applicable requirements been included (for new sources or modifications to existing sources)?				
16.b.1	Does the application include a statement that the source will continue to comply with the applicable requirements with which they currently comply? (for constructed/operating sources)				
16.b.2	Has a statement that the source will meet the requirements, which become effective after permit issuance, been included?				
16.b.3	Has a compliance schedule with remedial measures, and an enforceable sequence of actions with milestones leading to compliance been included for applicable requirements with which the source does not currently comply?				
16.c	Has a schedule of Submission of Progress Reports (at least every 6 months) been included? (for sources required to have a compliance schedule)				

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16.d	If an acid rain compliance plan is required, does it meet the requirement of 16 a through c? (if applicable)				
17	Does the application contain a compliance certification covering all applicable requirement, including voluntarily accepted limits and a statement whether the compliance is continuous or intermittent?				
17.a.1	Does the compliance certification identify the applicable requirements, which are the basis of the certification?				
17.a.2	Does the compliance certification include a Statement of Methods Used to Determine Compliance including monitoring, record keeping and reporting requirements and test methods?				
17.a.3	Has a Schedule for Submission of Compliance Certifications (at least annually) been included?				
17.a.4	Does the compliance certification include a statement indicating the compliance status with respect to any applicable enhanced monitoring and compliance certification requirements? (if applicable)				
17.a.5	Certification of truth, accuracy and completeness: Does the application contain certification signed by a responsible official stating that “ based on information and belief formed after reasonable inquiry, the statements and information in the application are true, accurate and complete”				
17.b	Does the application include an acid rain compliance plan (if applicable) and if so, is it on nationally standardized forms?				
19	Have all the calculations on which all information is based been included in the application?				
R210	Is any applicable Federal delayed compliance orders or consent decrees included?				
R210. 301.4.h	Does the application contain list of insignificant activities according to County Rule 210 Section 301.4?				
R210. 301.4.i	If a permit applicant requests terms and conditions allowing for the trading of emission increases and decreases in the permitted source solely for the purpose of complying with a federally enforceable emission cap that is established in the permit independent of otherwise applicable requirements, does the application include proposed replicable procedures and permit terms that ensure the emissions trades are quantifiable and enforceable?				
R210	Was the copy of the application send to EPA Region IX? The copies of all correspondence regarding Title V application have to be send to EPA Region IX.				
R210	Does the notification precisely identify information in the application which is to be considered confidential?				
R210	Does the notification contain sufficient supporting information to allow to evaluate whether the information satisfies the requirements related to trade secrets or, if applicable, how the information, if disclosed, is likely to cause substantial harm to the person's competitive position?				
R210	Any additional information submitted pursuant to Rule 210 Maricopa County Air Pollution Control Regulations shall contain certification by a responsible official stating that “based on information and belief formed after reasonable				

	inquiry, the statements and information in the document are true, accurate and complete".				
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SUPPLEMENTAL COMPLETENESS REVIEW OF APPLICATION FOR AIR QUALITY PERMIT FOR NEW
MAJOR SOURCES OR MAJOR MODIFICATIONS TO SOURCES

App. B Item No.	Requirements	Yes	No	N/A	comments
	All New Major Sources or Major Modifications to Sources				
R 240. 302.1	Does the application meet the requirements of Rule 240 Section 303?				
R 240. 302.2	Does the application demonstrate that the more stringent of the applicable new source performance standards in Rule 360 of County rules or the existing source performance standards in Regulation III of County rules are applied to the proposed new major source or major modification of a major source?				
R 240. 302.3	Did the application demonstrate that the new major source or major modification will not have an adverse impact on visibility as determined by Section 511 of County Rule 240 and will satisfy all the visibility requirements contained in Section 511 of County Rule 240? Was a demonstration of the impact on visibility made according to Section 508 of County Rule 240?				
R 240. 302.4	Does the application include all applicable provisions of County Rules 200, 210, 240, 245, and 270?				
R 240. 302.5	Does the application comply with all applicable requirements specified in County Rule 240 Section 302.5?				
R 240. 302.6	Does the application contain demonstration that the new major source or major modification will not exceed the applicable standards for hazardous air pollutants contained in County Rule 370?				
R 240. 302.7	Does the application contain demonstration that the new major source or major modification will not exceed the limitations, if applicable, on emission from fugitive sources contained in County Rules 310, 311, and 316?				
R210. 301.4.d	Does the application for any major source of hazardous air pollutants contain a determination according to County Rule 210 Section 301.4.d that maximum achievable control technology (MACT) for new sources under Section 112 of the Act will be met?				
R 240. 302.8	Does the application contain demonstration that a stationary source that will emit five or more tons of lead per year will not violate the ambient air quality standards for lead contained in County Rule 510?				
	New Major Sources or Major Modifications to Sources in Non-Attainment Areas:				
18.a.1	In the case of a new major source as defined in Rule 240 of these rules or a major modification subject to an emission limitation which is LAER (Lowest Achievable Emission Rate) for that source or facility, does the application contain a determination of LAER that is consistent with the requirements of the definition of LAER contained in Rule 240 of these rules? Does the demonstration contain the data and information relied upon by the applicant in determining the emission limitation that is LAER for the source or facility for which a permit is sought?				

App. B Item No.	Requirements	Yes	No	N/A	comments
18.a.2	In the case of a new major source as defined in Rule 240 of these rules or a major modification subject to the demonstration requirement of Rule 240 of these rules, did the applicant submit such demonstration in a form that lists and describes all existing major sources owned or operated by the applicant and a statement of compliance with all conditions contained in the permits or conditional orders of each of the sources.				
18.a.3	In the case of a new major source as defined in Rule 240 of these rules or a major modification subject to the offset requirements described in Rule 240 of these rules, did the applicant demonstrate the manner in which the new major source or major modification meets the requirements of Rule 240 of these rules?				
18.a.4	Did an applicant for a new major source as defined in Rule 240 of these rules or a major modification for volatile organic compounds or carbon monoxide (or both) which will be located in a nonattainment area for ozone or carbon monoxide (or both) submit the analysis described in Rule 240 of these rules?				
	New Major Sources or Major Modifications to Sources in Attainment Areas:				
18.b.1	Does the application include demonstration of the manner in which a new major source or major modification which will be located in an attainment area for a pollutant for which the source is classified as a major source as defined in Rule 240 of these rules or the modification is classified as a major modification will meet the requirements of Rule 240 of these rules?				
18.b.2	In the case of a new major source as defined in Rule 240 of these rules or major modification subject to an emission limitation which is BACT (Best Available Control Technology) for that source or facility, does the application contain a determination of BACT that is consistent with the requirements of the definition of BACT contained in Rule 100 of these rules? Does the demonstration contain the data and information relied upon by the applicant in determining the emission limitation that is BACT for the source or facility for which a permit is sought?				
18.b.3	In the case of a new major source as defined in Rule 240 of these rules or major modification required to perform and submit an air impact analysis in the form prescribed in Rule 240 of these rules, does such an analysis meet the requirements of Rule 240 of these rules? Unless otherwise exempted in writing by the Control Officer, the air impact analysis shall include all of the information and data specified in Rule 240 of these rules.				
18.b.4	If an applicant seeks an exemption from any or all of the requirements of Rule 240 of these rules, did the applicant provide sufficient information and data in the application to demonstrate compliance with the requirements of the subsection(s) under which an exemption is sought?				

	Remarks	Received by
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